

MINUTES OF A MEETING OF THE CIVIC COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,
THETFORD, ON THURSDAY 13th JUNE 2109 AT 10.00 a.m.

Present

The Mayor Councillor B J Canham

Councillors:

C Baretto

D M Crawford

J James

R F W Brame

J Hollis

S N H Wright

Officers in attendance:

David Brooks

Chris Crimmen

VEM Officer

Committee Secretary

MINUTES

93/19 ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2019/20

Chair

RESOLVED: That Councillor J James be elected Chairman of the Civic Committee for the Mayoral year 2019/20.

Vice Chair

RESOLVED: That Councillor S N H Wright be elected Vice Chairman of the Civic Committee for the Mayoral year 2019/20.

94/19 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

95/19 APOLOGIES FOR ABSENCE

None.

96/19 MINUTES

RESOLVED : The minutes of the Committee meeting held on 31st January 2019 received by Full Council on 26th February 2019, as a true record and signed/initialled by the Committee Chairman.

97/19 ACTION POINTS:

There had not been any progress on recording a video of the Civic regalia and the Council Chamber for the website. Councillor C Barreto confirmed that Inspire Focus had recently filmed the Mayor Making ceremony and offered to make this film accessible to the Civic committee. The Mayors Officer will lay out the Civic Regalia in the Council Chamber to be filmed by the VEM Coordinator. This will then be mixed with the Mayor Making film and given a voice over by Councillor S Wright.

98/19 CIVIC COMMITTEE TERMS OF REFERENCE:

The Chair had tabled the Civic Terms of Reference and there followed a discussion. It was agreed to schedule all Civic Committee meetings to be set two months ahead of major events so that adequate preparation can take place. There was some changes made to the Terms of Reference (see Appendix A – all changes marked in red). Councillor R Brame proposed and Councillor C Barreto seconded:

104/19

REVIEW CIVIC PRIORITIES 2019/20:

The Chair reviewed the Civic priority for 2019/20:

That the Civic Committee priority for 2019/20 is to investigate how Global Civic Links can be forged and implemented.

The Mayor of the day, Councillor R Brame, wrote to the Chief Minister of the Punjab in January 2019 to start to investigate how the links will be forged and let the committee know his findings but unfortunately he had not received a reply. The committee will make a concerted effort to investigate how to move forward forging links globally.

105/19

COMMITTEE OFFICERS UPDATE

None.

106/19

COMMUNITY ENGAGEMENT

None.

ACTION POINTS	BY WHOM	BY WHEN
To prepare a video of the Civic regalia and the Council Chamber for the Council website.	VEM Officer.	ASAP
For the Chair, VEM Officer and Committee Secretary to review meeting dates to coincide with scheduled major events.	Chair, VEM Officer and Civic Secretary	ASAP
To review the Civic Invitation lists	Chair, Mayor and Civic Officer	ASAP
To set up a small Task & Finish group to discuss the way forward to investigate global links	Chair	ASAP

Chairman.

Appendix A - Terms of Reference Civic Committee

1. Membership

- a. A minimum of 6 Councillors as appointed by Thetford Town Council. Four Councillors must be present for the Committee to be quorate.
- b. The Chair and Vice-Chair to be Councillors.

2. Role of the Civic Committee

- a. To oversee the implementation of the Civic Policy.
- b. To review the civic policy annually and make recommendations for improvement
- c. To provide guidance and support to the mayor during their mayoral year.
- d. To work with the Civic Secretary to manage the civic budget monitoring income and expenditure, and making any recommendations to Full Council for additional expenditure.
- e. To oversee the management of annual civic events as detailed in the civic policy **and schedule committee meetings in preparation for major events.**
- f. To oversee the Town Council's twinning arrangements **and global civic links.**
- g. Undertake any other business as delegated by Thetford Town Council

3. Role of the Chairperson

- a. To ensure the Civic Committee acts within the areas of delegated business and refers appropriate decisions to Thetford Town Council or other Committees.
- b. To ensure there is adequate liaison with the chairs of other Committees particularly with regard to budget setting and monitoring **where appropriate.**
- c. To ensure that any expenditure incurred through the Civic Committee is within the approved budget allocation or has the prior approval from Thetford Town Council.
- d. To call regular meetings, set agendas and ensure that notes are taken and given to the minute Secretary for circulation within 8 days of the meeting.
- e. To make a casting vote if required.
- f. To assist the Civic Secretary in preparing reports for the committee and in responding to any relevant correspondence.
- g. To work with the Civic Secretary and Mayor on any day to day matters concerning the civic committee.

4. Role of the Civic Secretary

- a. To work closely with the Chairperson ensuring that all necessary support is provided for the Civic Committee.
- b. To undertake the responsibilities of the civic officer as detailed in the civic policy including providing guidance and support to the Mayor and managing the Mayor's diary day to day.
- c. To assist the Committee in the management of the civic budget monitoring income and expenditure.
- d. To provide reports, correspondence and other necessary information to the Committee to enable them to undertake their work and make informed decisions.
- e. To work with the Chairperson of the Committee and the Mayor to respond to correspondence.